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MINUTES OF THE MEETING OF THE MONTANA STATE LIBRARY COMMISSION

Helena, April 10, 1968

The meeting was called to order by the Chairman, Mrs. Velma Pemberton. Attending were Miss Harriet Miller, Mr. William Baillie, Mr. Earle Thompson, Mr. Mike Traynor and the Librarian, Mrs. Ruth O. Longworth.

The minutes of the previous meeting were approved as corrected.

Mrs. Longworth asked the Commission for approval of the appointment of David Hoffman to the State Library staff at a salary of $12,000 per year. Mrs. Longworth suggested his title should be Coordinator of Library Development. After a brief discussion Mr. Thompson moved that the Commission approve the appointment of Mr. Hoffman to this position at a beginning salary of $12,000. Miss Miller seconded the motion and it was passed.

Mrs. Longworth next presented the proposed professional staff salary increases. There followed a discussion in which Miss Miller said she thought the salary schedules were too low for the next biennium and that the schedule should be set up for the position rather than the individual. Mr. Baillie then moved that the Commission authorize a salary range for the State Librarian between $14,000 and $17,500 and that Mrs. Longworth and Mr. Thompson be authorized to revise the schedule from this range on down for the professional staff. Miss Miller seconded the motion and it was passed. Mrs. Longworth then said she would like approval for the proposed 1969 increases and Mr. Traynor moved that the Commission approve the proposed 1969 salaries for the professional staff. This motion was seconded by Mr. Baillie and passed. The approved schedule is as follows:

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|---|---|
| Ruth O. Longworth | $11,000 |
| David Hoffman | 12,000 |
| Florena Vinal | 10,200 |
| Terry Clay | 9,500 |
| Alene Cooper | 10,000 |
| Frank Lowrance | 10,200 |

The 1969-71 biennial budget was next discussed. Miss Miller suggested that under the narrative justification for construction it be changed to read "if state funds were available these funds could be used for building a state library". Mr. Baillie suggested that the Librarian also add "it is needed". Mr. Traynor proposed that there be a more detailed explanation of services to the institutions and other programs under the narrative justification and under item E. in the Program Inventory. Miss Miller then

moved that the budget request be approved with the necessary increases in personal services which will be recommended by Mrs. Longworth and Mr. Thompson. The motion was seconded and passed. Copies of the corrected budget are to be sent to Commission members.

New travel regulations was the next item. Mrs. Longworth explained the new form which is to be used by Commission members and said that receipts should be submitted if the daily total amounts to more than $12 per day per diem allowed in state or the $20 per day per diem allowed out of state.

The policy on travel for Commission members was read by Mrs. Longworth and Mr. Baillie moved that it be accepted. Mr. Thompson seconded the motion and it was passed. The policy is: It shall be the policy of the Montana State Library Commission that all travel for Commission members other than that for Commission meetings must be approved by the majority of the Commission prior to such travel.

A report on library courtesy cards was given by Mrs. Longworth. She said they were being sent to all the heads of institutions and to any other staff members of institutions who request them. They are also being given to head of state offices and staff members.

The librarian's report was next given. Mrs. Longworth reported on the four titles of the Library Services and Construction Act and the upcoming trustee workshops.

Mr. Baillie suggested that the State Librarian check into the library at the Glasgow Air Force Base to see if any books or library materials could be secured for the State Library and Mrs. Longworth agreed to check this.

An open house for the blind and physically handicapped was discussed and it was decided to postpone this now and hold it in conjunction with an open house for legislative wives next year.

The Montana Library Association meeting in Great Falls was discussed and the Commission authorized attendance at MLA of any Commission members.

It was agreed that the next meeting of the Commission would be at a breakfast meeting at MLA May 3rd.

The Commission discussed the American Library Association meeting in Kansas City and Mr. Baillie moved that the Commission authorize Velma Pemberton to go to Kansas City. Mr. Thompson seconded the motion and it was passed.

Mr. Baillie moved that as many Commission members as can should go to the PNLA meeting in Vancouver. This motion was seconded and passed.

Mr. Thompson told the Commission there would be a meeting at MLA regarding a state-wide interlibrary loan code and after some discussion Miss Miller moved that after meeting Mrs. Longworth and Mr. Thompson make a report to the Commission on interlibrary loan and if the Commission should adopt some

guidelines, it do so. Mr. Traynor seconded the motion and it was passed.

Mr. Baillie suggested that Mrs. Longworth report recommendations regarding the Advisory Council at the next regular meeting.

The meeting was adjourned.

MINUTES OF THE MEETING OF THE MONTANA STATE LIBRARY COMMISSION

Helena, July 29, 1968

The meeting was called to order by the Chairman, Mrs. Velma Pemberton. Attending were Miss Harriet Miller, Mr. William Baillie, Mr. Mike Traynor, Mr. Earle Thompson, Librarian Mrs. Ruth O. Longworth and Mr. David Hoffman, Coordinator of Library Development.

The minutes of the previous meeting were approved as printed.

Mrs. Longworth presented the construction applications of Eureka and the Fallon County Libraries and recommended approval for both. Miss Miller inquired if there would be any more construction applications this year and Mrs. Longworth said there were two in the offing for Helena and Missoula. Miss Miller expressed the opinion that since Helena was a model city and federal funds were available under this program, this city should not receive construction funds from L.S.C.A., it should be notified of this and the Commission concurred. Miss Miller moved that Mrs. Longworth be authorized to request an estimate from the Fallon County Library, after receipt of this to approve a project up to $40,000, if the project is more than $40,000 the application should be resubmitted to the Commission and that the Eureka project be approved in the amount of $10,000. The motion was seconded by Mr. Baillie and carried.

The 1969-71 Biennial Budget was next discussed. Mrs. Longworth reported she had drafted a letter to the Budget Director asking that the State Library services be considered one program. After a discussion of the salary classification study, Miss Miller moved that the Librarian be authorized to register a complaint about the job classifications of the professionals and sub-professionals whose salaries are not in line with the current market and that copies of the protest be submitted with the budget and sent to the Commission. Mr. Thompson seconded the motion and it was carried.

Miss Miller then moved that the statement on the justification for travel be strengthened to say that meetings with the Office of Education and the American Library Association are essential to the development of federal programs. Mr. Traynor seconded this and it was carried. The following changes in the Budget were recommended: on Form 200-71 Interlibrary Cooperation, Title III, the error in Balance End of Fiscal Year be corrected to read 0; the statement on page 2 be re-worded to indicate that the information required to make a breakdown is not available from the Controller's office; and that on budget justification sheets for fiscal 1966 through 1969 a statement be added for Title II indicating that construction projects are financed with local matching money. Miss Miller then moved that the budget be approved with changes. Mr. Thompson seconded the

motion and it was carried.

Mr. Hoffman reported further on the job classification study and after some discussion Mr. Traynor moved that Mr. Hoffman prepare a supplemental sheet to be submitted to the J. L. Jacobs Company or the Budget Director setting forth objections regarding salary range and elucidate further on the work performed by each of the employees. Miss Miller seconded the motion and it was passed.

Mrs. Longworth informed the Commission it would be necessary to appoint a new member to the Advisory Council and Miss Miller suggested Mr. Phil Ward. Mr. Thompson moved that Mr. Ward be appointed, the motion was seconded and passed.

Mrs. Longworth gave the Librarian's report. She reported that four new counties were taxing themselves for support and that two other counties were still debating on this. In reporting on construction projects she said that bids for Kalispell project were considerably higher than the amount available and after some discussion, Mrs. Longworth was instructed to investigate with the Office of Education the possibility of committing some of the fiscal '69 construction funds to Kalispell to complete the project if matching money can be raised in Flathead County.

Mrs. Pemberton reported on the American Library Association meeting in Kansas City.

Mr. Thompson reported on the Interlibrary Loan Code meeting there and that no action has been taken, but it was predicted that services to undergraduates would be made on the basis of fee participation to be handled through some agency.

Under new business Mrs. Longworth reminded the Commission of the P.N.L.A. meeting August 13th through 16th and urged the members to attend if possible.

There being no further business, the meeting was adjourned.

MINUTES OF THE MEETING OF THE MONTANA STATE LIBRARY COMMISSION

Helena, November 25, 1968

The Montana State Library Commission met on November 25, 1968 at the State Library. Present were Mrs. Velma Pemberton, Chairman, who presided, Miss Harriet Miller, Mrs. Dolores Colburg, Mr. William Baillie, Mr. Earle Thompson, Mrs. Ruth Longworth, Librarian and David Hoffman, Coordinator of Library Development.

The minutes were approved as submitted.

A report on the budget revision was given by Mrs. Longworth and Mr. Hoffman. As a result of interviews with the Budget Director, the budget was divided into four programs. The budget is based on the full amounts available under the law for the four titles, and the revision shows no changes in amounts.

Mrs. Longworth announced that Mrs. Florena Vinal is being married and will be leaving the staff. Mrs. Vinal's replacement should have a good background in general library services with particular emphasis on experience in acquisitions, and Mrs. Longworth recommended that the board authorize a replacement at a higher salary. She mentioned that Title III money could be used for this salary. After some discussion of this position, Miss Miller moved that an executive position at the same level as that of the Coordinator of Library Development be authorized for coordination of general library services at a beginning salary of $12,000. Mr. Baillie seconded the motion, which was carried.

Mrs. Longworth reported that she was investigating the possibilities of centralized processing for the State Library either at the Billings Public Library or at the Ventura County and City Library in California. She will report the results of her studies to the Commission at the next meeting.

Construction projects were reviewed. Approval has been received for $15,000 more for the Flathead County Library and this amount must be matched. The Valier Library is nearing completion. The Sheridan Public Library is building an addition to the City Hall and this should be completed within the next few months. The Fallon County Library is ready to proceed with their construction project which will involve $36,000 from the State Library. Eureka will wait until the money is available from the State Library. This amount will be $10,000.

Mrs. Longworth mentioned that Montana should develop building standards which would include the provision that the State Library not participate in any building program under $20,000.

Mr. Baillie asked about the status of the Billings Public Library and Mrs. Longworth reported that this building should be completed in February and Mrs. Pemberton added that it was going to be lovely.

Mrs. Longworth announced that Mr. Lowrance will go back on a contract status with the State Library after the first of January, but that he would help with developing building standards. She mentioned that he had copied the contract forms on to our letterhead, and Mr. Baillie raised the question if these should be submitted to the Attorney General's office for approval. After some discussion, Mrs. Longworth said she would submit this form for approval.

Earle Thompson and David Hoffman reported on the Rocky Mountain Technical Services Council they had attended in Salt Lake. The Council is interested in developing networks for the eight states involved which would provide information, materials and reference service primarily to aid the development of small business and industry. Mr. Hoffman is a member of the committee which was created to investigate setting up the network and it will be meeting in December.

Mrs. Longworth and Mr. Hoffman reported on library development and the new titles. Five new counties have joined federations; these are Teton, Rosebud, Jefferson, Madison and Beaverhead. Mrs. Pemberton reported that Bell Creek in Powder River County is interested in getting service from the Sagebrush Federation but she is opposed to giving service to just part of the county. She asked if the Commission should take a stand on this, and after some discussion, it was decided that she should convey to Mrs. Clare Smith, Coordinator of the Sagebrush Federation, the Commission's feeling that service should be to the whole county and not just a part of it. Mr. Hoffman reported on four workshops entitled "Montana Libraries and local history" which were well attended and four upcoming workshops in December which will be co-sponsored by the Superintendent of Public Instruction and the State Library. The brochure, A Plan for Library Cooperation in Missoula County, will be used as a basis for panel discussions at these workshops.

Another brochure in the process of being printed will describe the services to the blind of each of the following state agencies: Welfare Department, School for the Deaf and Blind, Department of Public Instruction and the State Library, Mr. Hoffman said. These will be distributed to people presently getting services and an attempt will be made to distribute them to others who would be eligible for the services.

Miss Miller suggested recording the brochure on a record for the talking book readers and the Commission agreed this would be a good idea. Mrs. Longworth reported that the School for the Deaf and Blind would like the State Library to take over the Braille service, and if the state appropriation request is granted, the State Library will plan to do so.

Mr. Hoffman reported on library service to the institutions. The library at the prison is now open for walk-in service and a full-time librarian has been employed. Circulation is approximately 1500 items a month; at Warm Springs the library is open for patients all day and books are being taken to patients in the closed wards; library service that is being provided by contractual arrangements with the Helena Public Library, Great Falls Public Library, Miles City Public Library and the Flathead County Library to the rest of the institutions is also growing.

Mrs. Longworth submitted the scholarship application of Richard Peel and Mr. Baillie moved that the Board approve this subject to any necessary screening by Mrs. Longworth. Miss Miller seconded the motion and it was passed.

The following recommendations from the Advisory Council were presented: 1. The State Library budget whould include enough money to match federal funds available for the three new titles. 2. Consideration be given to the recommendation of the State Library that State Technical Service Planning disseminate statistics and information through existing libraries rather than create a new network for this. The Commission directed Mrs. Longworth to thank the Council and advise it that the Commission concurred.

Mrs. Longworth mentioned that Mr. Cross had never attended an Advisory Council meeting and Mr. Baillie suggested she write him thanking him for his service on the Council and that he not be reappointed. He also suggested that Mrs. Longworth submit a list of names for appointment to the Advisory Council at the next Commission meeting and they will be approved at that time.

Mrs. Longworth advised the Commission that Mrs. Margaret Warden's legislative committee numbered 350 and that the chief push will be to support the state appropriation for the State Library. The Montana Library Association has recommended amending the present law establishing libraries to include a third way which would be by vote. A discussion followed and Mrs. Longworth agreed that when the amendment was drafted she would send copies to the Commission for their comments.

Election of a new chairman of the Commission was the next item on the agenda. Mr. Baillie nominated Mrs. Pemberton to serve for another term, but Mrs. Pemberton declined. Mr. Thompson then nominated Mr. Traynor, Miss Miller seconded the nomination and it was passed unanimously. Mr. Baillie nominated Mrs. Pemberton for Vice-Chairman, Miss Miller seconded the nomination and it was passed unanimously.

Mrs. Longworth reported that Mr. Traynor would perfer that Commission meeting be held either the second or fourth week in the month and the next meeting was set tentatively for either the second

Monday or Friday in January.

Mr. Baillie moved that the Commission members express their gratitude to Harriet Miller for the fine services that she has performed while a member of the Commission and to express the regrets of the Commission that she will no longer be a member.

Mrs. Pemberton welcomed Mrs. Dolores Colburg to the Commission.

There being no further business, the meeting was adjourned.

MINUTES OF THE MEETING OF THE MONTANA STATE LIBRARY COMMISSION

Helena, February 21, 1969

The Montana State Library Commission met on February 21, 1969 at the State Library. Present were Mr. Mike Traynor, who presided, Mrs. Dolores Colburg, Mrs. Velma Pemberton, Mr. Earle Thompson, Mr. William Baillie, Mrs. Ruth Longworth, Librarian and David Hoffman, Coordinator of Library Development.

The minutes were approved as read.

Mrs. Longworth reported on the budget. She said that she understood the Appropriation bill which included the State Library appropriation was scheduled to be presented today and that the request for the State Library had been cut to approximately $150,000 for each year of the biennium. There will be only one line appropriation for the salary of the executive officer and this will include a 5% increase. There is a possibility that the amount will be increased when the bill goes to the Senate Finance and Claims Committee and Mrs. Longworth urged the members of the Commission to talk to any members of this Committee they might know.

Scholarship regulations were the next item on the agenda. The proposed policy statement was submitted to the Commission and David Hoffman reviewed this pointing out where it differed from the old regulations. Mr. Thompson moved that the Commission adopt the policy statement prepared by the State Librarian. Mrs. Pemberton seconded the motion and it was passed unanimously.

Mrs. Longworth reported on Senate Bill 165 which amends Section 44-219. This bill was amended in the Senate deleting the provision for special elections. This was restored in the House but increased the petition signatures necessary to 35%. Mrs. Longworth said the bill was expected to pass the House but might have difficulty in the Senate. The Commission will be notified of the final outcome of the bill.

The Advisory Council appointments were next discussed and Mrs. Longworth recommended that the following people be added to the Council: Mr. Tom Dundas, Director of the State Information System in the Department of Planning and Economic Development; Mrs. Patricia Bragg Douglas, Director of the State Technical Services Program; and the president of the Montana Library Association as an ex officio member.

She also recommended that Mr. Charles Dell, Assistant Director of the Department of Institutions replace Mr. John Cross on the Council. Mrs. Colburg moved that these four people recommended by the State Librarian be appointed to the Advisory Council. The motion was seconded and carried.

Employee insurance premiums were the next item on the agenda. The state may pay one-half of the premium provided it does not exceed $7.50 and there is an affirmative vote of 2/3 of the employees. Mrs. Longworth said this vote had been taken and she would recommend that the State Library pay this. Mr. Thompson moved that the Commission adopt the proposal to pay premiums to the maximum amount allowed, Mrs. Pemberton seconded the motion and it was carried. It was suggested that David Hoffman investigate the various hospitalization plans including the Horace Mann plan to determine which would be the most advantageous to State Library personnel.

Progress reports on library development were next given. Under Title II, two applications for funds have been received. Forsyth has requested $40,000 for construction of a new building and Chester has requested $20,000 for purchase of an existing building. Chester has signed an agreement that when a demonstration can be given they will participate and work for its success. Mrs. Pemberton moved that the Commission tentatively approve these two requests for priority consideration providing funds are forthcoming for fiscal 1970, Mr. Thompson seconded the motion and it was carried.

David Hoffman reported on the MLA Library Development Committee meeting January 6th which has agreed to draft public library standards for Montana and the Regional Information Network Group meeting in Denver which he attended as a member of the committee. Mr. Thompson reported that arrangements are being made for a demonstration of the Telecopier to State Library and University library personnel.

Mr. Hoffman also reported on the school library - public library workshops in December and on two upcoming workshops for trustees and for the executive boards of the Wyoming, Idaho and Montana library associations. In a report on Title IV A, Mr. Hoffman said that circulation at the Montana State Prison library has increased to 2,000 per month. Approval has been received from the Warden to institute library service at Rothe Hall. He also reported that ways are being explored to extend service

to the closed wards at Warm Springs. Under Title IV B, circulation of Talking Books is now in excess of 2,000 per month and 23 new patrons have been added so far this month.

Under new business, Mrs. Longworth informed the Commission that Lorin Sgro from the Wyoming State Library has been interviewed for the position of Coordinator of General Library Services at a beginning salary of $10,500. She expects to have an answer by the end of the month.

Mr. Richard Peel, scholarship student and new employee at the State Library was introduced to the Commission.

There being no further business, the meeting was adjourned.

MINUTES OF THE MEETING OF THE MONTANA STATE LIBRARY COMMISSION

Helena, April 25, 1969

The meeting was called to order by Vice-Chairman, Velma Pemberton. Attending were Dolores Colburg, Earle Thompson, William Baillie, Ruth O. Longworth, Librarian, and David Hoffman, Coordinator of Library Development.

The minutes of the last meeting were approved.

The first item on the agenda was scholarships. The scholarship application of Clinton Desonia was approved by the Commission by mail. Mrs. Longworth presented the application of Mrs. Kay Courtnage, Librarian, Chouteau County Library, and informed the Commission that Mrs. Courtnage had been assured of a position by Mrs. Alma Jacobs at the Great Falls Public Library upon the completion of her year of graduate work. Mrs. Longworth recommended approval of the application and Mrs. Colburg moved that a scholarship be awarded to Mrs. Courtnage. Mr. Baillie seconded the motion which was carried.

The salary schedule of the State Library staff for fiscal 1970 was next submitted to the Commission for approval (see attached). Mr. Baillie moved and it was unanimously voted that the following salaries be approved:

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|---|---|
| Longworth, Ruth O. | $12,000 (set by Legislature) |
| Hoffman, David R. | 13,500 |
| Cooper, Alene | 11,000 |
| Clay, Thyra | 10,500 |
| Coombs, Perl | 1,680 |
| Griffith, Mary Kay | 2,520 |

A progress report was given by Mrs. Longworth and David Hoffman. Mr. Hoffman reported that services at the State Prison had been enlarged and that as soon as shelving arrives, a collection of approximately of 1,000 books will be placed in Rothe Hall. Mr. Hoffman said he intends to visit all the institutions soon and he hopes to schedule a workshop in the fall for library personnel working with institution libraries. Mrs. Longworth reported that the Big Sky Federation hopes to start

service to Lewis and Clark County and to obtain support for the service in Beaverhead County.

The Sagebrush Federation is getting a request for service from Prairie County and Mrs. Pemberton reported that Powder River County has voted to join the Sagebrush Federation. Mrs. Longworth and Mr. Hoffman attended a meeting at Havre to discuss the possibility of combining the city and county libraries. There is support for this and it is hoped that when this merger is accomplished, Hill and the surrounding counties will join the Pathfinder Federation (formerly the Great Falls).

The new Billings Public Library could serve as a center for processing for the whole state, Mrs. Longworth said, and is presently discussing the possibility of doing a one year demonstration of cataloging for all the schools in the city under Title III.

Mr. Hoffman reported on a recent meeting of the Regional Information Network Group which is presently working on an inventory of technical information resources in the eight Rocky Mountain states and a network which will serve the needs of this area. Mr. Hoffman was in Glasgow this past week and told the Commission that interest is still strong there in a federation. A replacement for Kathy Makich has been hired.

Mr. Thompson attended an open house at the Missoula Public Library this week and said that the Library Board expects by next year to have selected and acquired a site for the new building.

Individuals invited to serve on the Advisory Council have all accepted, Mrs. Longworth reported.

Standards were next discussed by Mr. Hoffman. The Library Development Committee met on April 14th and revised the first draft. The second draft will be mailed to all MLA members next week, and will be discussed at the MLA conference in Billings, and at the Trustee workshops in June. When the final version is ready, the Library Development Committee will submit it to the Commission for approval. A discussion followed about next working on school library standards and it was agreed that this would be a worthwhile project for the Library Development Committee.

Alene Cooper reported that the two major projects for National Library Week this year had been an all out effort to promote the Talking Book Service on radio and a

project of the student librarians to compile information on the library resources in each county. These statistics were gathered at the State Library and a Directory has been published.

Mrs. Longworth invited the Commission to attend the MLA meeting in Billings on May 8, 9th and 10th. Mr. Hoffman briefly discussed the trustee workshops, which will be a repeat of last year, and will be held June 14th, 16th, 18th and 20th in Missoula, Great Falls, Billings and Wolf Point.

There was no new business and the meeting was adjourned.

MINUTES OF THE MEETING OF THE MONTANA STATE LIBRARY COMMISSION

Helena, August 1, 1969

The meeting was called to order by Chairman, Mike Traynor. Members present were William Conklin, Velma Pemberton, Earle Thompson and Ruth O. Longworth, State Librarian and David Hoffman, Deputy State Librarian.

The minutes of the last meeting were approved as read.

Mrs. Longworth asked that the change in the method of paying Richard Peel's scholarship be made a part of the minutes and Mr. Conklin moved that the scholarship for Richard Peel be paid directly rather than through the school because he is attending a Canadian University. Mrs. Pemberton seconded the motion which was carried.

Mrs. Longworth next reported on the interim budget and financial report. All funds in fiscal '69 were used except for $10,800 from Title I of LSCA which was carried over to operate on until the continuing resolution in the amount of the Nixon Administration budget proposal was received. The library is now operating on this continuing resolution. Mr. Traynor proposed that the Board go on record as requesting that the full amount of the proposed cuts in LSCA be restored and Montana's congressmen be notified of this action. Mrs. Longworth informed the Commission that the Budget Director has requested a program budget for the coming year and this has been prepared based on the state appropriation and the federal appropriation of fiscal '69 and can be revised when the federal appropriation is determined. Mrs. Longworth read a telegram from Germaine Krettick in ALA's Washington Office reporting that an amendment to the House Appropriation bill would provide the amount available last year. Mrs. Longworth said telegrams had been sent to our congressmen saying we knew we had their support but could we help in any way. Mr. Traynor called for a motion approving Mrs. Longworth's action in notifying the congressmen and Mr. Thompson so moved. The motion was carried.

The progress report was the next item on the agenda and Mrs. Longworth stated that service had been started to Powder River County under Title I. Mrs. Pemberton reported that there was a large turnout at the library in Broadus when the bookmobile arrived. David Hoffman discussed the status of the standards and said that an editorial committee consisting of Alma Jacobs, Shirley Hake, Mrs. Longworth and himself had spent Tuesday going through the standards. The revised version will be mailed to the Library Development Committee and the Executive Board of the Montana Library Association with a request that the Executive Board endorse them and submit them to the Commission for approval. Mr. Hoffman informed the Commission of forthcoming workshop in Billings which will relate to standards and the use of standards. This workshop will be for people who have taken the Loyola course which is taught by Joe Shubert, State Librarian of Ohio, who will conduct the workshop. The State Library is also helping with general material for an exhibit at the Havre County Fair. A special committee appointed by the Havre Chamber of Commerce to study the problems of supporting two libraries is in charge of the exhibit.

The proposed appropriation for Title II is zero, Mrs. Longworth said. She also informed the Commission of the dedication at the Sheridan Public Library.

Under Title III, service has been improved tremendously through the in-wats line, Mrs. Longworth said. A discussion of the Billings Public Library as a processing center for the state followed. Mr. Hoffman next reported that there had not been a meeting of RING (Regional Information Network Group) since April. He said the group was presently trying to determine if it ought to set up a formal network. Mr. Hoffman also reported on the Trustee workshops in Missoula, Billings, Wolf Point and Great Falls. He said the workshops had concentrated on the need for written policies for libraries and has studied the standards draft. Plans are now being made for workshops in the fall under the auspices of WICHIE, on a multi-state basis. Mrs. Longworth and Mr. Hoffman met with the state librarians of Idaho, Wyoming, and Utah and they hope to have a meeting of the four

states in the fall on a suitable topic.

Under Title IV A, Mr. Hoffman reported that he had completed visits to all eleven of the institutions. Plans for a small library building at the prison are presently at a standstill since the state is unable to sell bonds. The new building at the Veterans Home has a room marked library which is too small. The Swan River Youth Camp has adequate space for a library. Library service at the prison continues to grow and with the addition of shelves and a collection of 1,000 books at Rothe Hall, the circulation is even greater there than in the main prison.

Under Title IV B, Mrs. Longworth reported that she had attended the School for the Blind at Bozeman. There is need for more personal work with the blind and some consideration has been given to a special in-wats line for them, but Mrs. Longworth said she didn't know if it would be justified at the present time.

Mr. Traynor suggested that there be a consistent program of press releases to the weekly newspapers as well as the dailies about all of the State Library programs and activities.

Mrs. Pemberton reported on the ALTA meetings at ALA and mentioned two specific matters. There is to be a recommendation that the President's Commission be a continuing one. There was also a suggestion that state library commissions have their own organization divorced from ALA and ALTA. A committee was appointed to study this. Under the new by-laws, the regional directors will be appointed by the President of ALTA rather than elected. Mr. Thompson also reported on the meeting.

Mrs. Longworth invited all of the Commission members to attend PNLA in Seattle.

There being no further business, Mrs. Pemberton moved that the meeting be adjourned.

ADDENDA: A telegram arrived late Friday afternoon from the ALA Washington office telling us that the House passed the appropriation bill with the same amounts as last year for all four titles. This will restore approximately $65,000 to Title I and approximately $98,000 to the construction program.

Ruth O. Longworth
State Librarian

MINUTES OF THE MEETING OF THE MONTANA STATE LIBRARY COMMISSION

Helena, October 20, 1969

The meeting was called to order by Chairman, Mike Traynor, with all members of the Commission present as well as Ruth O. Longworth, State Librarian and David Hoffman, Deputy State Librarian.

The minutes of the last meeting were approved as read.

The first item on the agenda was Standards for Montana Public Libraries. Mrs. Longworth reported that the Standards have been approved by the Executive Board of the Montana Library Association and the next step is for the Commission to adopt them. After a discussion of the Standards, Mr. Traynor called for any changes or corrections. There were none and Mrs. Colburg moved for the adoption of the Standards for Montana Public Libraries and for appropriate distribution of the Standards throughout the state when they have been printed. Mrs. Pemberton seconded the motion and it was passed. A second motion was made by Mrs. Colburg that the Library Development Committee and the State Library staff be commended for their work on the Standards and a letter be sent to the Committee to this effect. Mrs. Pemberton seconded the motion and it was carried.

Under the proposed governmental reorganization the State Library was requested to indicate in which department it preferred to be placed and Mrs. Longworth reported that she had selected the Department of Administration as the best choice. A discussion followed and Mrs. Longworth suggested that the Commission members talk to Mr. Crowley about the reorganization in an attempt to determine which would be the best department for the State Library to be under. Mr. Traynor said that he felt the Commission should have more information about the reorganization before any recommendations were made.

Mrs. Longworth proposed a scholarship for $5,000 be awarded to Alene Cooper for next year. Mr. Thompson moved that the Commission award the scholarship in that amount to Miss Cooper, Mr. Conklin seconded the motion and it was passed.

Progress reports were the next item on the agenda. Mrs. Longworth reported that under Title I Billings was still trying to get an appropriation from the County

Commissioners for county library service. Big Horn and Carbon counties are very interested in federation service and it may be possible to do a demonstration there. Demonstrations may also be possible in Lewis and Clark and Lake counties. It will depend upon the appropriation. There is a bill in the House of Representatives proposing a continuing resolution based on the amount the House approved and if this is passed the additional funds for Title I and funding for Title II would be available.

Under Title II building projects are being completed in Eureka and Baker. $25,000 has been approved for Forsyth and the hope is there will be additional funds under Title II to add to this.

David Hoffman informed the Commission of two forthcoming workshops. Under Title III there will be a clinic on the selection of equipment for reading and printout material on November 10th in Bozeman. Bill Hawken of Berkeley will be the consultant. Invitations have been extended to the Wyoming and Idaho State Libraries to participate in this meeting. Under Title IV A a workshop is being planned on service to the institutions. This will bring together representatives from the institutions, librarians providing services and people from the Department of Institutions. The purpose will be to examine what has been accomplished and what next steps should be taken to bring institutions up to a higher level of service.

Under Title IV B a brochure on services to the blind and physically handicapped will soon be printed and mailed to doctors, county extension agents and public health personnel in an effort to identify eligible readers. Mr. Conklin suggested that the State Library be sure and include city-county health agencies in the mailing.

Dean Thompson reported on service to the medical profession. He is a member of the Regional Medical Committee under Wiche. The Regional Medical program in Montana is making an effort to provide some means of library service to the medical profession in both the centers and to those physicians in the field. An attempt is being made to provide a network of information to all physicians which might include reference centers in such places as Missoula and Bozeman which would serve as switching centers. The Committee is presently trying to find out just what the doctors want and the most effective way to provide this service. Dean Thompson has suggested to Dr. Brewer, Chairman of the Committee, that David Hoffman be appointed to the Committee so that the State Library

can be involved in the system.

Mr. Hoffman then reported that he and Mrs. Martha Hassell, Librarian at Ft. Harrison, had visited the libraries at the Great Falls Clinic and Columbus Hospital and found the personnel most willing to cooperate in making their resources available.

Mrs. Longworth described a pilot program in Billings which will make visual material available to the nurses there for training programs. The nurses will choose their own material which will be deposited at the Billings Public Library and will be used there at scheduled meetings. Shirley Hake has written up a proposal which has been approved by the State Committee and is now waiting approval by the Regional Committee.

Mrs. Longworth informed the Commission that she had been appointed to the Council on Human Resources. This Council, which was appointed by the Governor to provide services to minority and needy groups in the state, involves most of the state agencies and serves as a clearing house for what each agency is doing. It meets once a month and is just getting off the ground.

Mr. Conklin gave a brief report on PNLA. He thought the discussions concerning PNBC has the most relevancy to the Commission. This is the proposal that state libraries completely support PNBC relieving the University of Washington of the support it has given in the past. Mr. Hoffman commented that at the present time three committees have been appointed to consider the matter. He is serving on the committee composed of representatives from state libraries.

Dean Thompson agreed with Mr. Conklin that the PNBC discussion was the most significant subject at PNLA, but also mentioned the valuable discussion of library education by Lester Asheim.

Under the agenda item new business was the election of a chairman of the Commission. Mr. Conklin nominated Mr. Traynor to serve for another year. This was seconded by Mrs. Colburg and Mrs. Pemberton moved nominations be closed. This was seconded and the motion was approved. Mr. Traynor nominated Mr. Conklin for Vice Chairman and Mrs. Colburg seconded the motion. Mrs. Pemberton moved that nominations be closed, the motion was seconded and approved.

Mrs. Pemberton requested approval of the Commission to attend the mid-winter ALA meeting in Chicago since she is on the committee to determine the status of state library commissions. Mrs. Colburg moved that the Commission approve Mrs. Pemberton's travel to Chicago and that her expenses be reimbursed. Mr. Conklin seconded the motion and it was passed.

Mr. Traynor mentioned that he was not satisfied with the publicity program of the State Library and suggested that at least once a month a news release be written and sent to each librarian in the state who could add any items of local interest before submitting it to the local newspaper. The feasibility of this was discussed.

There being no further business, the meeting was adjourned.

MINUTES OF THE MEETING OF THE MONTANA STATE LIBRARY COMMISSION

Helena, February 2, 1970

Chairman, Mike Traynor called the meeting to order with all Commission members, Ruth Longworth, State Librarian and David Hoffman, Deputy State Librarian present. The minutes from the previous meeting were approved as read.

Under the first item on the agenda Mrs. Longworth announced that she planned to retire July 1st, 1970. She told the Commission that David Hoffman would be interested in assuming the position of State Librarian but it would mean a $1500 cut in salary since this salary has been set by the legislature at $12,500 for fiscal 1971. She cited a precedent at the Boulder River School and Hospital with the new superintendent there being given added responsibilities and a higher salary than that set by the legislature. Mrs. Longworth requested that if this could be done for Mr. Hoffman, she would recommend a salary of $17,500 and the title of State Librarian and Coordinator of Title III. A discussion of the possibilities of increasing Mr. Hoffman's salary followed and Mr. Traynor suggested appointing him as Acting State Librarian to avoid a conflict with the legislature. He also said that the fact that Mr. Hoffman would be earning this salary would be a strong talking point with the next legislature in persuading it to set the salary at this figure. After further discussion, Mr. Conklin moved that the Commission hire David Hoffman as Coordinator of Title III and Acting State Librarian at the salary of $17,500 effective on the date of the retirement of Ruth Longworth. Mr. Thompson seconded the motion and it was passed.

The program report was the next item on the agenda. Under Title I a demonstration is to start in Bighorn and Carbon counties and the question of service to Yellowstone County will appear on the ballot there in the spring. The demonstration will last 2-1/2 years with the State Library providing approximately $30,000 a year from Title I funds. Mr. Hoffman reported that the Standards for Public Library Service have received wide distribution. He is now working on a program of state aid and trying to determine what percentage of library costs should be local responsibility and what percentage that of the state. The coordinators have been invited to a meeting on February 23 to discuss state aid and to examine the development of these programs in other states. It is expected

that there will be time to prepare a program of state aid to present to the next legislature.

Title II has not been funded, Mrs. Longworth reported. If it is funded more help will be given to Forsyth. Choteau and Chester both have opportunities to buy excellent buildings for libraries and assistance has been promised to them if there are funds.

Following this discussion, Mr. Harold Patten and Mr. Fred Nelson appeared before the Commission to request a renegotiation of the lease for the building now occupied by the State Library. They said that the price of $1.00 per square foot is minimal on this type of building and the rent should be at least $2400 per month. The present lease stipulates the amount of $1200 per month.

Mr. Traynor said his feeling was that it is premature to renegotiate a lease which doesn't expire until 1977. He pointed out that the Commission has greatly improved the property and are keeping it improved. Mr. Conklin agreed with Mr. Traynor and said that a request for an increase from the legislature for rent might jeopardize the Commission's request for other appropriation increases. Mr. Patten then suggested that if 5,000 square feet could be released this would be helpful. Mrs. Longworth replied that with the expectation of growth of the program all of the space is needed. The possibility of a lease purchase arrangement with some other state agency was suggested by Mr. Conklin and Mr. Patten and Mr. Nelson agreed to investigate this possibility and departed.

The meeting resumed with the program report. Title III activities were reported by Mr. Hoffman. A clinic on the selection of equipment for reading and printout of microform was held in Bozeman on November 10th which was attended by more than 70 persons. Mr. Hoffman met recently with Mr. Bob Wilson and Mrs. Martha Hassell to look further into networks under the Regional Medical Program, and he also attended a meeting in Olympia with state librarians and representatives from state libraries on PNBC. The Committee felt the recommendations in Lura Currier's survey were workable but approval for any changes will have to come from the PNBC Council and PNLA. It is expected that PNBC Council will have a meeting in the spring to take action. Ring activities have slowed down since the State Technical Services Act may not be funded in the future. An inventory of the resources of special libraries in the member states is under way.

Title IVA - Mr. Hoffman reported that the new warden at the prison is very interested in library service and feels that because Mr. Moody, prison librarian, can pick up a phone and request quickly from the State Library the service at the Montana State Prison is better than that in the California institutions. The Warden has given permission for the former hobby shop to be used as the library. It will be remodeled by the prison and furnished by the State Library and will provide twice as much space as the present quarters. A workshop for institution librarians will be held February 24th with a staff member from each institution attending as well as James Flick, James Moody, Dick Peel and public library coordinators who serve institutions. One of the purposes the workshop will achieve will be to help the state library prepare a documented budget request for library service in the institutions.

The Commission felt there should be publicity on the new facilities at the prison and David Hoffman will contact Sam Reynolds of the Missoulian and Bill Conklin will contact the Great Falls TV station.

Under Title IVB brochures have been printed and mailed to doctors, county extension agents and public health personnel and this has been effective but there still is the need to identify more people.

Under the Government Reorganization item on the agenda, Mr. Conklin reported that he had talked with Duke Crowley who thought the State Library belonged under the proposed education department. Another possibility mentioned by Mr. Crowley was the local affiars department. Mr. Conklin advised Mrs. Longworth to send a resume of State Library functions to the reorganization staff and Mr. Traynor suggested that this description include what the state library presently does and expects to do in the future.

Mrs. Pemberton reported briefly that at the A.L.A. midwinter meeting the state library commission members decided not to have a separate organization. Mr. Hoffman also reported on the highlights of the meeting.

There being no further business, Mr. Conklin moved that the meeting be adjourned.

MINUTES OF THE MEETING OF THE MONTANA STATE LIBRARY COMMISSION

Helena, April 24, 1970

The meeting was called to order by Chairman, Mike Traynor. Attending were Mrs. Velma Pemberton, William Conklin, Earle Thompson, Ruth Longworth, State Librarian and David Hoffman, Deputy State Librarian.

Minutes from the previous meeting were approved as read. Mrs. Longworth submitted her written resignation to the Commission effective July 31, 1970 and Mr. Thompson reluctantly moved that the board accept it. The motion was seconded by Mrs. Pemberton, passed and the Board reluctantly accepted the resignation.

The Commission discussed school and public library cooperation. Mr. Traynor reported that the proposal for consolidation of school and public libraries had orginated in the University of Montana Planning Center. Mrs. Longworth referred the Commission to the LSCA Revised Regulations items (h) and (i) which define "public library" and "public library services" and specifically exclude school libraries. The Commission agreed that the regulations prohibit consolidation. Mr. Thompson reported that the Center has not included this recommendation in its written proposal.

The Board next discussed Mr. Hoffman's title which was approved at the last meeting. After some discussion Mr. Conklin moved that the title be changed to Director of Library Development and Acting State Librarian effective July 1, 1970. The motion was seconded and passed.

The following professional staff salary proposals, 1970-71 were presented to the Board:

| | 1970-71 |
|---|---|
| Longworth, Ruth O. | $12,500 |
| Hoffman, David | 17,500 |
| Cooper, Alene | 11,550 |
| Clay, Thyra | 11,025 |
| Peel, Richard | 10,000 |
| Griffith, Mary K. | 2,646 |
| Coombs, Perl | 1,680 |
| Coordinator of Library Service | 12,000 |

Mr. Conklin moved that the salaries set forth for those positions actually occupied be approved as set forth. The motion was seconded and passed. Mr. Thompson moved to continue the vacant position of Coordinator of Library Service at $12,000. The motion was seconded and passed.

Mrs. Longworth reported that the fiscal 1970 appropriation for Title II is $93,236. She then asked the Commission to approve the following construction projects for the stated amounts:

| | | |
|---|---|---|
| Choteau Public Library | - | $20,000 |
| Liberty County Library, Chester | - | 25,000 |
| Rosebud County Library, Forsyth | - | 48,236 |

Mrs. Pemberton moved that the above construction projects be approved. The motion was seconded and passed.

Mrs. Longworth then reported the following LSCA appropriations:

| | Approved for fiscal 1970 | Proposed for fiscal 1971 |
|---|---|---|
| Title I - | $190,117 | $210,000 |
| Title II - | 93,236 | ? |
| Title III - | 40,597 | 40,597 |
| Title IV A - | 39,507 | 39,507 |
| Title IV B - | 25,052 | 25,052 |

Mrs. Longworth noted that there is an additional $45,000 in Title I for fiscal '70 and this will be used to buy two bookmobiles. A discussion concerning bookmobiles followed and Mr. Conklin suggested that the possibility of installing diesel engines be investigated and Mr. Hoffman concurred.

Mrs. Longworth mentioned that the Library Services and Construction Act will expire in 1971 and it is being proposed that the new act give more authority to the states; the Commission discussed this briefly.

Mr. Hoffman reported that he has been awarded a fellowship to study service to government. He plans to visit the state library agencies in Washington, Wisconsin, Ohio and New Jersey to determine if the best of what the other state agencies are doing can be brought back here.

The State Library budget for 1971-73 was the next item on the agenda. Mr. Hoffman said the budget request will be along the lines of the request for the present biennium with some increases in some areas. He is also working on a request for state aid and he will have the purposed requests ready for review by the Board at the next meeting.

The activities reports followed. Mr. Hoffman told the Commission that he had been conducting workshops on the Montana Public Library Standards at Big Sky, Northwest and Billings Federation meetings. National Library Week also provided an opportunity for Mr. Hoffman to discuss the standards on a TV program in Great Falls and at a meeting of the Kiwanis Club in Missoula. Another big event of National Library Week was the presentation of the Librarian of the Year Award by the Governor to Mrs. Longworth.

Mrs. Longworth reported that the Malta Public Library had been cleaned and weeded and that the Liberty County Library was sending their collection to the State Library for weeding and cataloging.

Mr. Hoffman informed the Commission of plans for the upcoming Montana Library Association meeting in Great Falls May 7-9. The Friday meeting will be a workshop for everyone attending with Catherine Chadwick giving the opening speech. Saturday will be devoted to business meetings of the divisions and Lester Asheim will discuss continuing education.

There being no further business the meeting was adjourned.